



Unemployment Compensation

Extended Benefits
Rights & Responsibilities

May 7, 2009

VT Extended Benefits Program

- | The extended benefits program is triggered into effect when certain economic conditions related to high unemployment exist.
- | The extended benefits program remains in effect for at least 13 weeks. When the program ends, extended benefits stop, even if you have not collected all of your eligible weeks.
- | You may be eligible to collect up to an additional thirteen weeks of benefit.

VT Extended Benefits Program - 2

- | If eligible, you will be paid the same weekly benefit amount as before
 - Your last payment under current program may be less than full amount, as you must EXHAUST all other benefit entitlement. If last payment is partial, you will not be paid the difference if found eligible for Extended Benefits.
- | Upon completion of this orientation, we will send information to our Claims Center, which will prompt a notice to be mailed to you with further instructions.

VT Extended Benefits Program - 3

- | Extended benefits have more restrictive guidelines
 - Mandated Federal requirement to provide proof of a systematic and sustained effort to find suitable work
 - Claimants must look for work and provide documentation of efforts each week
 - The Department will be conducting weekly random audits to verify work search contacts.
 - Claimants must have an active, up-to-date registration in VDOL's Job Service and Vermont JobLink systems

Work Search Requirements

- | **Your work search efforts for the week claimed must:**
 - Include at least 3 job contacts made during the week
 - Have contacts made on at least 2 different days during the week
 - 1 of the 3 contacts must be made **IN PERSON**
 - Have more than one method of contact during the week
 - Not be repeated during a 5-week period
 - Be jobs you are qualified to do and willing to accept

Work Search Requirements - 2

- | You are required to keep accurate records of your job contacts
 - If your job contact was via e-mail or done on the web, you are required to keep records that will support the contact made
- | You are required to file and submit your work search efforts to the department weekly
 - Computers are available for you to use at your local Resource Center or library

Work Search Documentation

- I REQUIRED information needed on each contact:
 - Date of Contact
 - Employer Name, Address
 - Name of Person Contacted
 - Telephone number of person contacted or business
 - Method of Contact – in person, resume, telephone, on-line, other (requires details)
 - Results of contact
 - Type of work applied for

Work Search Documentation - 2

- | Incomplete, insufficient, or illegible contacts
 - will **NOT** be returned for completion or fixing
 - fact finding will be conducted, which could result in a disqualification until:
 - Ø You have worked in four (4) different calendar weeks and have earned wages equal to six (6) times your weekly benefit amount.
- | B-82a form – helpful tool to keep track of contacts

Filing Extended Benefits Weekly Claims

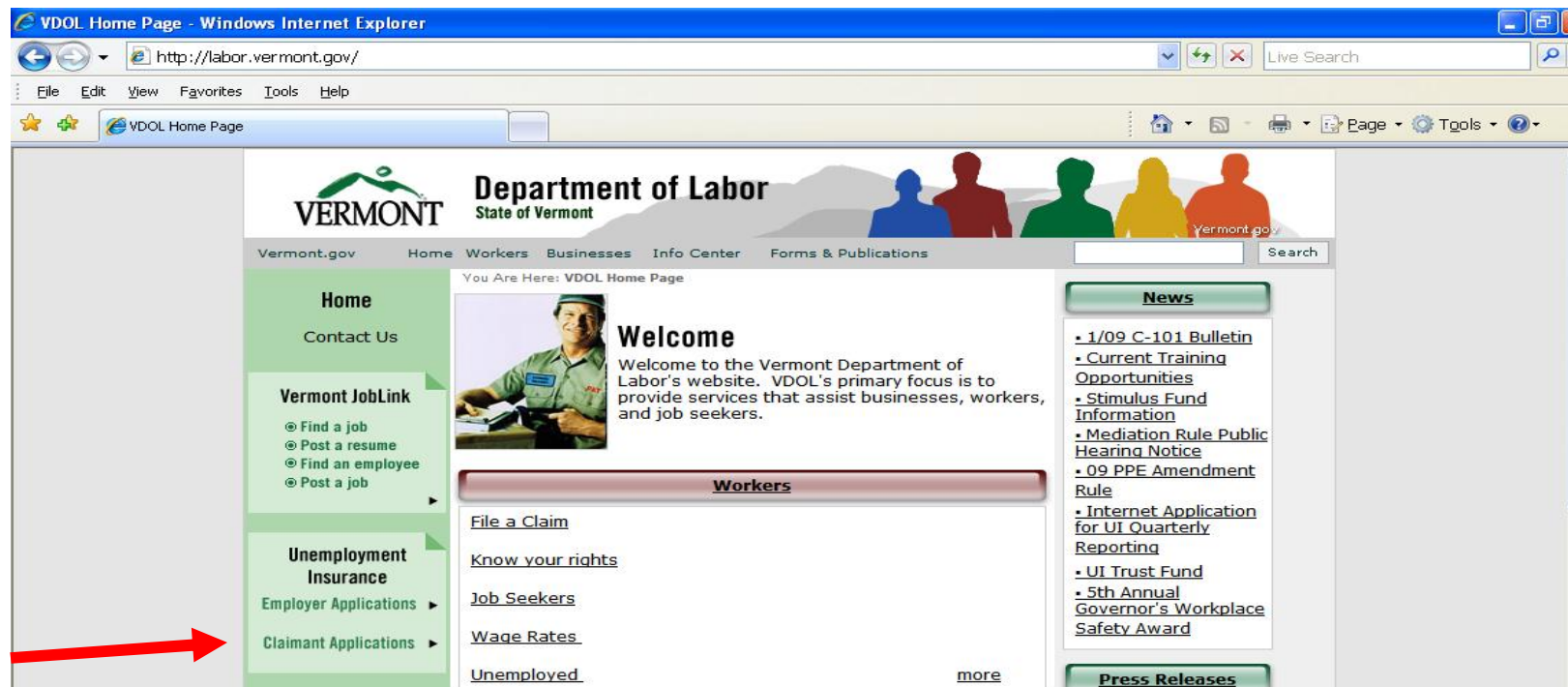
- | **Must file on-line** (*high speed or dial up works*)
 - Ø “Unemployment Insurance – Claimant Applications”
 - Ø Green box on every Labor webpage - www.labor.vermont.gov
 - Ø Handout available to assist with first time on-line users

- | **Why?**
 - Ø It's the fastest and easiest way to file
 - Ø Because the Extended Benefit Program **REQUIRES** submission of work search documentation **WITH** the weekly claim

- | **How do I do this if I don't have a computer?**
 - Ø Computers and assistance with filing is available at your local Resource Center and at many libraries
 - Ø Request waiver if access not available within 20 mile radius or if you have another situation making internet filing a hardship

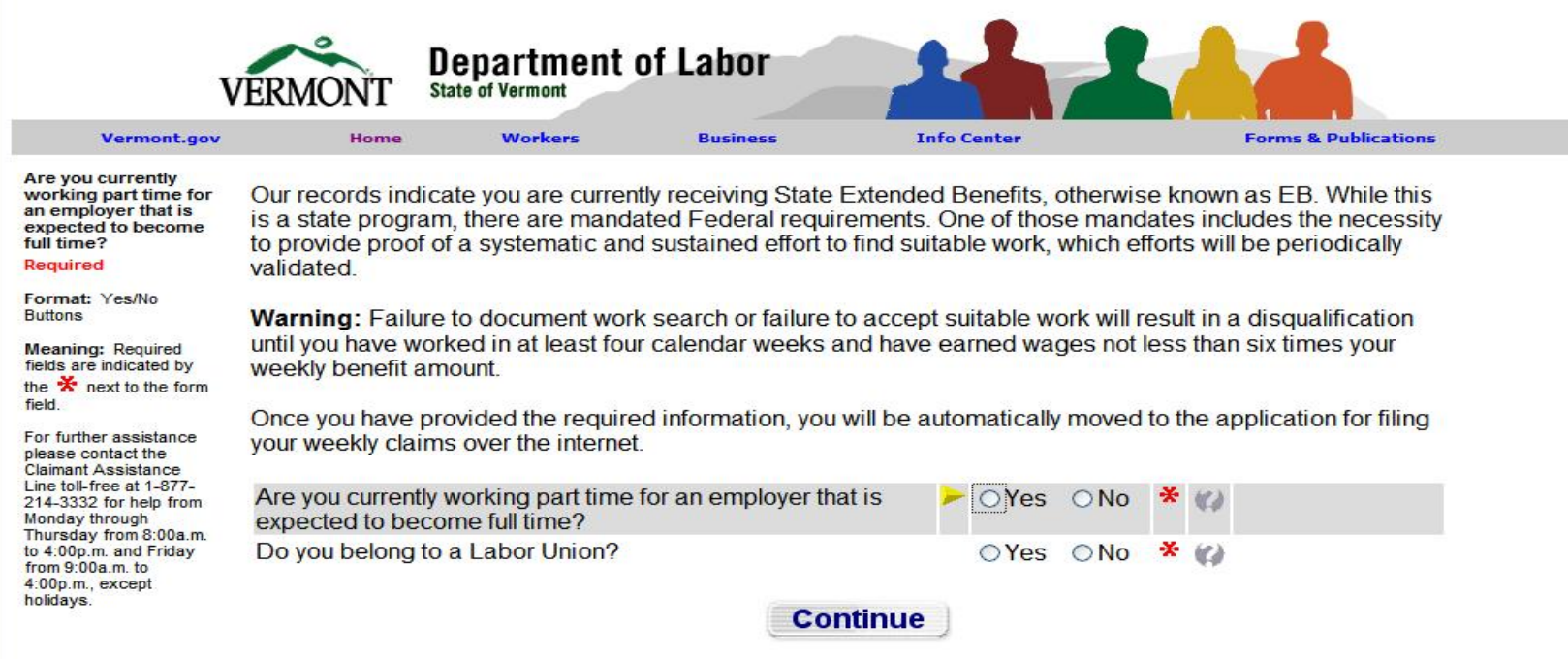
Work Search Reporting Sample

- 1 Sign into Unemployment Insurance Claimant Applications – www.labor.vermont.gov



Work Search Reporting Sample - 2

- Once you provide your SSN and PIN, you will need to provide the following information:



The screenshot shows the Vermont Department of Labor website. The header includes the Vermont logo, the text "Department of Labor State of Vermont", and a navigation bar with links: Vermont.gov, Home, Workers, Business, Info Center, and Forms & Publications. Below the navigation bar, there are two main sections. The left section contains a question: "Are you currently working part time for an employer that is expected to become full time?" with a "Required" label. Below this, it says "Format: Yes/No Buttons" and "Meaning: Required fields are indicated by the * next to the form field." It also provides contact information for the Claimant Assistance Line. The right section contains a paragraph about State Extended Benefits (EB) and a "Warning" about the consequences of failing to document work search. Below the warning, it says "Once you have provided the required information, you will be automatically moved to the application for filing your weekly claims over the internet." At the bottom, there are two questions with radio button options: "Are you currently working part time for an employer that is expected to become full time?" and "Do you belong to a Labor Union?". The first question has "Yes" and "No" options, with "Yes" selected. The second question also has "Yes" and "No" options. A "Continue" button is at the bottom center.

VERMONT Department of Labor
State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

Are you currently working part time for an employer that is expected to become full time?
Required

Format: Yes/No Buttons

Meaning: Required fields are indicated by the * next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 8:00a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Our records indicate you are currently receiving State Extended Benefits, otherwise known as EB. While this is a state program, there are mandated Federal requirements. One of those mandates includes the necessity to provide proof of a systematic and sustained effort to find suitable work, which efforts will be periodically validated.

Warning: Failure to document work search or failure to accept suitable work will result in a disqualification until you have worked in at least four calendar weeks and have earned wages not less than six times your weekly benefit amount.

Once you have provided the required information, you will be automatically moved to the application for filing your weekly claims over the internet.

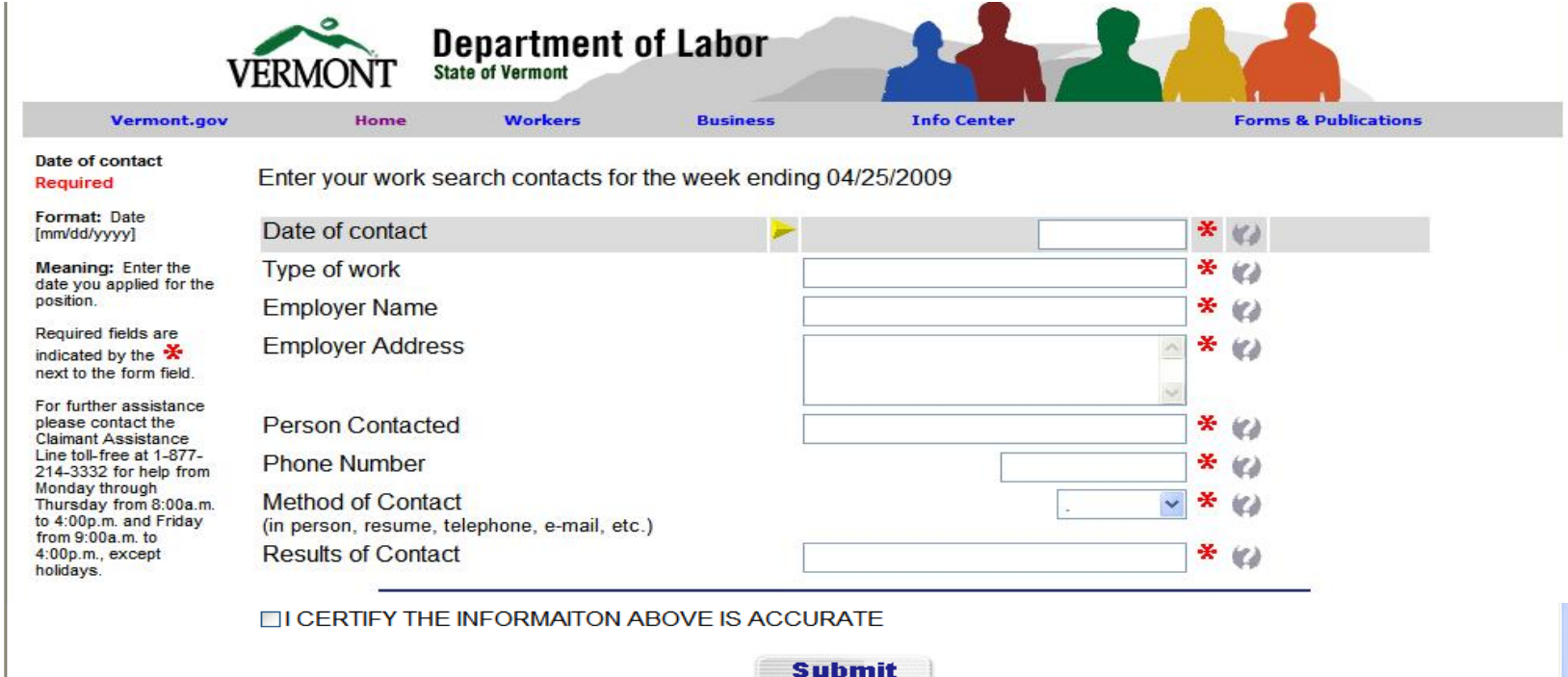
Are you currently working part time for an employer that is expected to become full time? ☒ Yes ☐ No *

Do you belong to a Labor Union? ☐ Yes ☐ No *

Continue

Work Search Reporting Sample - 3

- I Report required work searches; when finished click the certification box and “submit” to file weekly claim



VERMONT Department of Labor
State of Vermont

Vermont.gov Home Workers Business Info Center Forms & Publications

Date of contact
Required

Format: Date [mm/dd/yyyy]

Meaning: Enter the date you applied for the position.

Required fields are indicated by the * next to the form field.

For further assistance please contact the Claimant Assistance Line toll-free at 1-877-214-3332 for help from Monday through Thursday from 8:00a.m. to 4:00p.m. and Friday from 9:00a.m. to 4:00p.m., except holidays.

Enter your work search contacts for the week ending 04/25/2009

Date of contact	<input type="text"/>	*	
Type of work	<input type="text"/>	*	
Employer Name	<input type="text"/>	*	
Employer Address	<input type="text"/>	*	
Person Contacted	<input type="text"/>	*	
Phone Number	<input type="text"/>	*	
Method of Contact (in person, resume, telephone, e-mail, etc.)	<input type="text"/>	*	
Results of Contact	<input type="text"/>	*	

☐ I CERTIFY THE INFORMATION ABOVE IS ACCURATE

Submit

Validation of Work Search Contacts

- | The Department will be conducting weekly random audits to verify work search contacts.
 - It is your responsibility to keep copies of the records you submit
 - In the event of an audit you may be required to provide additional copies of all your documentation
 - Failure to make and document work searches or failure to accept suitable work will result in a disqualification

Suitable Work

- | Any work will be considered suitable work if:
 - It is within your capabilities
 - Pays a gross weekly wage in excess of your weekly benefit amount
 - Is equal to or greater than VT's minimum wage (currently \$8.06/hr or \$3.91/hr for service/tipped employees)
- | You may continue to look for work in your customary occupation, BUT you may **NOT** limit your work search solely to jobs in that occupation. You **MUST** extend your work search to include all types of work within your physical and mental capabilities.
- | This means you may be required to accept work outside of your regular occupation or desired pay rate.

Loss of Extended Benefits

- | Failure to make work searches or refusal of suitable work will result in denial of benefits
 - You will be required to work in four (4) different calendar weeks and have earned wages equal to six (6) times your weekly benefit amount.
 - If benefits have already been paid for the denied week(s), an overpayment will result, in which repayment of benefits will be required.
- | Remember – work search documents will be checked No second chances!

Job Prospects Classification

- I Your job prospects will be classified as “**GOOD**” if you have a job offer, a job recall date or definite prospects for employment within 4 weeks. You will be expected to apply for work in-person and accept any work which reasonably fits your training and background. If you do not return to work within 4 weeks, you will be reclassified as having job prospects that are “**NOT GOOD**”.
- I Your job prospects will be classified as “**NOT GOOD**” if you do not have a definite job offer or recall date within 4 weeks. You will be expected to apply for work in person and accept **ANY** job if:
 - It is within your capabilities to perform the work,
 - The gross pay for the work meets the State and Federal minimum wage
 - The gross pay exceeds your unemployment benefit payment amount
 - It is listed with the VT Department of Labor or offered in writing by an employer

Action and Consequences

- I Indicate on Extended Benefit notice your job prospects classification
 - “Good” – have a job that starts within 4 weeks
 - § *still need to make job contacts*
 - “Not Good” – no job prospect
- I Understand your:
 - job classification
 - job search requirement
 - what is considered suitable work
 - consequences for failing to look for work as required or accepting suitable work

Appeal Rights

- | If you disagree with an decision which has been issued by this Department, you may appeal it
 - The requirement to make systematic and sustained job search as described is NOT appealable – it's required by law!
- | Instructions for filing an appeal are included on the document
- | Be sure to continue filing your continued claims each week during the appeal process

Re-Employment Services at The Resource Center

- | Job Postings – local, statewide and nationwide
- | **Workshops** – *Assessing your Employability, Interviewing Skills, Resume Writing, Planning an Effective Job Search*
- | Learn how to use the internet to find a job or file weekly claims
- | **Computers with Internet access**, telephones, fax machine, copiers, newspapers and assistive technology equipment
- | Veteran's Services

Re-Employment Services at The Resource Center

- I **Workforce Investment Act (WIA) Training Programs**
 - Federal job training funds may be available to assist in the cost of retraining
 - Enrollments based on individual career assessments and labor market demands
- § **Programs:**
 - ✓ ***On-the-Job Training***
 - Ø Provides specific occupational skills training on-the-job
 - Ø Hired by an employer
 - Ø Employer is reimbursed up to 50% of wages for a set length of time
 - ✓ ***Occupational Skills Training***
 - Ø School-based training designed to help you gain the occupational skills needed to perform a specific job

Finding Employment

- | Very likely this will be the last unemployment benefit entitlement until you secure employment
- | Resource Centers will assist you in finding employment
- | You **MUST** participate in an assessment, training, or other service when directed
 - Failure to do so will result in denial of benefits until you report as directed

Questions...

- | Frequently Asked Questions are available on-line at www.labor.vermont.gov – Workers – Unemployed – Extended Benefits
 - A paper copy is available today
- | For those questions not included in FAQs or specific to your unemployment claim, call the Claimant Assistance line at 1-877-214-3332
- | Resource Centers will assist with services, training, and job opportunities

What's next...

- | Within the next 3-4 business days, you will be receiving instructions related to Extended Benefits in the mail
 - If eligible for Extended Benefits, in most cases, you will be instructed to file your next weekly claim over the Internet
- | Remember – you have 6 days to file your claim after the week ends on the previous Saturday
- | Leave your completed EB notice with a staff member
 - Let staff member know if you want to keep a copy

Thank You for attending Today's Session!

I Reminder:

- Be sure to submit your weekly claims and work search documents.
- Always **keep a copy** of all documents supporting your contact in the event you are selected for a work search verification audit!
- If found eligible for extended benefits, you must file on-line. The telephone claims line will NOT work. Let us know if you have questions or need help with internet filing